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AFSC 4A0X1

HEALTH SERVICES MANAGEMENT

CAREER FIELD
EDUCATION AND TRAINING PLAN

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CAREER FIELD EDUCATION AND TRAINING PLAN
HEALTH SERVICES MANAGEMENT SPECIALTY
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Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide personnel with a clear career path to success and will instill rigor in all aspects of career field training. NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan. Section B identifies information concerning the career field progression, duties and responsibilities, training strategies, and the career field path. Section C associates each level with specialty qualifications (knowledge, education, and other training). Section D indicates resource constraints such as funds, manpower, equipment, and facilities. Section E identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references, Air Education and Training Command (AETC) conducted training, core task, wartime, and correspondence course requirements. Section B contains the course objective list and training standards supervisors will use to determine if airmen satisfy training requirements. Section C identifies available support materials. An example is a Qualification Training Package (QTPs which may be developed to support proficiency training). These packages are identified in AFIND 8, *Numerical Index of Specialized Educational/Training Publications*. Section D identifies a training course index supervisors can use to determine resources available to support training to include mandatory and supplemental courses. Section E identifies MAJCOM-unique training requirements supervisors can use to determine additional training required for the associated qualification needs. Section F provides instruction for developing a Master Training Plan and the Enlisted Training and Competency Folder.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED:

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all serving in the described duty position.

Ambulatory Data System (ADS) . Automated information system designed to capture and report patient encounter data at the ICD-CM and CPT code detail.

Core Task. Tasks the Air Force Career Field Manager (AFCM) and MAJCOM Functional Managers identifies as minimum qualification requirements within an Air Force specialty regardless of duty position. These tasks are essential requirements for upgrade and are considered the foundation of the career field.

Current Procedural Terminology (CPT) Coding. Coding used to identify and document specific medical procedures.

Enlisted Specialty Training (EST). A combination of formal training (technical school) and informal (on-the-job) training to qualify and upgrade airmen in each skill level of a specialty.

Initial Skills Training. A formal in-resident course which results in award of the entry level.

International Classification of Diseases (ICD). Designed for the classification of morbidity and mortality information for statistical purposes, and for indexing of hospital records by diseases and operations for data storage and retrieval.

Interactive Courseware (ICW). Computer-controlled training designed to allow the student to interact with the learning environment through input devices such as keyboards and light pens. The student's decisions and inputs to the computer determine the level, order, and pace of instructional delivery.

Medical Information Technology. The dynamic interaction of information management and technological systems to meet the needs of a medical business enterprise.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Primary Care Module (PCM). The patient treatment concept based on health care teams composed of providers, nurses, medical technicians, and health services managers assigned to a specific patient population.

Primary Care Optimization (PCO). The overall process of optimizing patient care by practicing the PCM concept and managing patient health and wellness through case and disease management and preventive health.

Plan of Instruction (POI). A course control document used for course planning, organization, operation, and validation.

Proficiency Training. Additional training, either in-residence, exportable advanced training courses, or OJT, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or assist in qualification, in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A combination of formal training (technical school) and informal OJT to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes an AF Force Specialty (AFS) in terms of tasks and knowledge which an airman in that specialty may be expected to perform (or to know how to) on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between Air Education and Training Command and the functional user to show which of the overall training requirements for an Air Force Specialty Code are taught in formal schools and correspondence courses.

Standard. A fixed quantity or quality.

Sustainment Training. Regular and recurring training necessary to maintain skills of a fully qualified individual to adequately perform the mission and related duties required in peacetime and war time.

Total Force. All collective Air Force components (active, Reserve, Guard, and civilian elements) of the United States Air Force.

Upgrade Training (UGT). Mandatory courses, task qualification, and correspondence course requirements for award of the 3-, 5-, 7-, 9-skill levels.

Unit Type Code (UTC). A five character alpha/numerical code that uniquely identifies each type unit of the Armed Forces: Joint Pub 1-02.

Utilization and Training Pattern. A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force Specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) Functional Managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Wartime Tasks. Identifies the skills, knowledge, and training level required to sustain/maintain minimum proficiency for contingency situations.

Section A - General Information

1. **Purpose.** This CFETP:

1.1. Provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors, and trainers to plan, manage, conduct, and evaluate an effective career field training program.

1.2. Identifies initial skills, upgrade, qualification, advanced, proficiency, and sustainment training.

1.3. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.4. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.5. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. **Use**. The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field, and exportable training based on requirements established by the STS in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. **Coordination and Approval**. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. **Specialty Description.**
(The following information incorporates the latest changes to AFMAN 36-2108)

CEM Code 4A000   **AFSC 4A051, Journeyman**

AFSC 4A091, Superintendent   **AFSC 4A031, Apprentice**

AFSC 4A071, Craftsman   **AFSC 4A011, Helper**

4.1. **Specialty Summary**. Manages health services activities. Plans, develops, manages, and performs health services activities. Related DoD Occupational Subgroup: 340.

4.2. **Duties and Responsibilities**:

4.2.1. Performs and directs patient management functions. Interprets communications, directives, and publications. Prepares health record copies and abstracts. Coordinates release of information functions. Prepares files, safeguards, transfers, and retires health records. Maintains patient locator and suspense files. Prepares, codes, and transmits clinical record cover sheets. Transcribes daily information onto charts. Transcribes physicians' orders, and prepares requests for diagnostic tests, consultations, and referrals. Performs functions to admit, discharge, and transfer patients. Compiles information and prepares reports, graphs, and charts on bed occupancy, staffing, dental health, medical care from civilian sources, and professional activities. Prepares patient related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Coordinates and prepares forms. Identifies and processes Line of Duty (LOD) determinations. Monitors dependents medical education (overseas clearance) program. Identifies, coordinates, and processes medical conditions requiring Medical Evaluation Board (MEB) proceedings. Verifies patient eligibility.

4.2.2. Prepares and interprets communications, directives, and publications. Prepares patient-related correspondence and special orders for patient assignment, reassignment, and aeromedical evacuation. Performs procedures for network referrals. Provides claims assistance and counseling to beneficiaries.

4.2.3. Performs and manages resource management functions. Prepares financial statements and subsistence stock records. Compiles information, subsistence accounting, and prepares statistical reports. Performs market analysis and business-case analysis. Coordinates Third Party Collection (TPC) activities and prepares necessary reports. Assists in manpower surveys and developing manpower standards. Identifies manpower standard exceptions and deviations. Screens medical records to gather data for medical audits. Analyzes workload and cost data necessary to validate manpower requirements and develops adjustments and projections to support clinical or mission changes. Monitors the Unit Manpower Document (UMD) to ensure requirements and funding are accurately reflected. Monitors the Unit Personnel Management Roster (UPMR) to ensure correct assignment of personnel resources. Identifies personnel staffing shortages and coordinates permanent or temporary assignment actions. Collects, maintains, prepares, and analyzes Medical Expense and Performance Reporting System (MEPRS) data or comparable workload accounting system. Prepares budget estimates and financial plans. Monitors expenditures and obligations, analyzes financial reports, and accounting and workload reporting procedures. Conducts studies and internal audits.

4.2.4. Performs and manages medical information technology functions and activities. Requests and documents technical assistance. Manages hardware and software activities. Monitors information technology security programs. Performs customer support activities. Manages user-training programs.

4.2.5. Performs health services management functional manager duties. Advises group/squadron commanders, group superintendent, and staff on 4A0X1 utilization and training issues. Directs and/or delegates assignment of enlisted health services management personnel throughout the unit to meet mission requirement priorities. Oversees training and career development by rotating health services management personnel through a variety of jobs, and

ensuring they receive job experience and training across the career field. Communicates and coordinates with major command's health services management functional manager.

4.2.6.   Performs and manages health services management functions.   Ensures compliance with directives. Develops work methods and procedures to ensure operational economy and efficiency. Maintains special programs. Develops strategic resourcing plans. Coordinates with other activities, agencies, and organizations.   Conducts periodic inspections of procedures, interprets inspection findings, and recommends corrective action. Evaluates work performed, training effectiveness, and overall efficiency. Coordinates and consults with unit commanders to improve processes.

4.2.7. Performs health services management major command functional managers (MFMs) duties (AFI 36-2201). Appointed by the MAJCOM Surgeon. Advises the MAJCOM/SG and staff on 4A0X1 utilization and training issues. Serves as the MAJCOM voting representative. Assists in gathering inputs and data to complete enlisted grade allocation for Career Progression Group (CPG) reviews. Provides guidance to subordinate units on 4A0X1 personnel issues. Assists with the dissemination of information regarding Air Force medical service policies, plans, programs, and procedures to subordinate units. Assists in identifying qualified subject matter experts to help with the development of Specialty Knowledge Tests (SKT) and the Career Development Course (CDC). Acts as the primary MAJCOM reviewer on CDC training and classification waiver request packages. Coordinates on all MAJCOM 4A0X1 staffing and manpower issues.

4.2.8. Performs as the Air Force Career Field Manager (CFM) for the health services management career field (AFI 36-2201, 36-2101, 44-104). Appointed by the Air Force Surgeon General. Communicates directly with MFMs and AETC Training Managers to disseminate Air Force and career field policies and program requirements. Ensures development, implementation, and maintenance of the CFETP. Serves as the Chairperson for the U&TW and uses it as a forum to determine and manage career field education and training requirements, as they apply to mission needs. Possesses final authority to waive CFETP requirements, including CDCs. Assists AETC training managers and course supervisors with planning, developing, implementing, and maintaining all AFSC specific training courses. Advisor to the Surgeon General's manpower division on manpower plans and programs. Assists in the development of AFSC related manpower standards.

5. **Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at the appropriate points in their career.

5.1. **Apprentice (3) Level**. Students in this specialty will complete the Health Services Management Apprentice course in-residence at Sheppard AFB for award of the 3-skill level. After completion of this course and upon arrival at first duty assignment, the apprentice will work with a trainer to enhance knowledge and skills. The apprentice will enter upgrade training using the career development course and task qualification training to progress in the career field. Once certified on a task, the apprentice may perform the task unsupervised.

5.2. **Journeyman (5) Level**. The individual must successfully complete the 5-level CDC before being upgraded to the 5-skill level. Once upgraded, journeymen enter into continuation training to broaden their experience base. Journeymen will attend the Airman Leadership School (ALS) after 48 months in the Air Force, or sooner, if selected for promotion to Staff Sergeant. After ALS, journeymen can perform duties as trainers and supervisors and be considered for appointment as unit trainers. To enhance their skills, they are encouraged to continue their education toward a Community College of the Air Force (CCAF) degree.

5.3. **Craftsman (7) Level**. A craftsman must successfully complete the 7-level CDCs before upgrade to the 7-skill level. Once upgraded, a craftsman can expect to fill various supervisory and management positions, such as NCOIC, assistant NCOIC, supervisor, program manager, and task trainer or certifier. Craftsman will attend the Noncommissioned Officer Academy (NCOA) after selection for promotion to Technical Sergeant (AD only). Continued academic education through CCAF and higher degree programs is encouraged.

5.4. **Superintendent (9) Level**. Before attaining the 9-skill level, individuals must be selected for Senior Master Sergeant and attend the Senior NCO Academy (AD only). A superintendent can expect to fill positions such as flight chief, superintendent, functional manager, and various staff positions. Additional training in the areas of resources, leadership skills, and management should be pursued through continuing education. Completion of higher degree programs is appropriate.

5.5. **Chief Enlisted Manager (CEM) 4A000**. Awarded after promotion to Chief Master Sergeant. Performs duties as functional manager, at various command levels, group or squadron superintendent, and flight chief. Additional training in the areas of resources, leadership skills, and management should continue. Completion of higher degree programs is appropriate.

6. **Proficiency Training.**

6.1. **Continuation Training**. Any additional knowledge and skill requirements which were not taught through initial skills, supplemental, or upgrade training was assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs and units must develop a continuation training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements. AETC will assist in this continuation training wherever possible, by providing innovative training tools (computer-based instruction, symposia, teleconferencing, etc.).

6.2. **Sustainment Training Requirements**. Training is conducted through a plan of instruction or interactive courseware on specific tasks listed in the STS. MAJCOMs and units must develop the appropriate means for personnel to obtain this training. AETC will assist by providing training tools whenever possible. Refer to Section E for MAJCOM-specific requirements.

6.2.1. **Sustainment Training for Unit Type Code (UTC) Requirements.** The STS represents essential sustainment training that is applicable to those assigned to 4A0X1 UTC missions/deployments. UTC sustainment training will be conducted through a Plan of Instruction (POI) or Interactive Courseware (ICW) which is produced through subject matter experts and packaged and disseminated from the 882nd Training Group, Sheppard AFB, TX. The exception is ICW lessons related to Aeromedical Evacuation (AE). AE ICW lessons will be produced as contracted by United States Transportation Command (USTRANSCOM). The 882nd Training Group will be held accountable for AE ICW distribution once the product is produced. The advantage of ICW sustainment training is that it facilitates Just-In-Time (JIT) Training and eases pre-deployment training in the AEF training cycle. Sustainment training will be initiated upon assignment to a UTC and/or a deployment mission or as assigned by the senior 4A0 or appropriate authority.

6.2.2. **Additional Sustainment Training for Unit Type Code (UTC) Requirements.** 4A0X1 UTC tasked units must consult AFI 41-106, Medical Readiness Planning and Training, for additional task training items. Training for these tasks normally will be conducted via Continuing Medical Readiness Training (CMRT), field training, readiness exercises, or annual ancillary unit training. A basic indoctrination to some of these tasks will also be provided in the Basic Medical Readiness Course (BMRC) at Sheppard AFB, TX to 4A031 apprentice students.

6.2.3. **Training oversight and documentation.** In accordance with AF/SG Policy #00-004, Unit-level Medical Readiness Training (MRT) Status, dated 19 April 2000, "limit MRT (to include CMRT, UTC-specific training, and other training requirements to those subject to deployment and assigned to a UTC at a frequency that mirrors the AEF training cycle." Units with 4A0X1s subject to deployment will have a Master Training Plan (MTP) to ensure the host of tasks are accounted for. This MTP will be submitted to the unit's medical readiness officer for review by the unit's senior 4A0X1.

6.2.4. **Sustainment Training (other than UTC).** Active duty units, as well as those for Air Reserve Components (ARC), will establish appropriate 4A0 training to meet unit specific disaster response training. Generally, this training should include duties associated with outpatient records', primary care management, resource management, TRICARE, and information systems offices.

7. **Community College of the Air Force (CCAF)**. The Community College of the Air Force offers a degree program specifically designed for the health services management specialty. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences (A.A.S.) Degree. The 3-level technical training school awards credit hours toward the A.A.S. Degree in Health Care Administration and personnel obtain four semester hours when the 5-, 7-, and 9-skill level is awarded.

8. **Career Field Path**. This section not used.

Section C - Skill Level Training Requirements

9. **Purpose**. Skill level training requirements in this career field are defined in terms of task and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

9.1. **Apprentice Level Training**.

9.1.1. **Specialty Qualifications:**

9.1.1.1. **Knowledge**. Knowledge of the following is desirable: general clerical procedures, medical terminology, regulations, and directives, medical ethics, health records administration, office management methods, principles of coding, and anatomy and physiology.

9.1.1.2. **Education**. Completion of high school.

9.1.1.3. **Training**. Completion of the Health Services Management Apprentice Course is mandatory. Exceptions will be handled on a case-by-case basis.

9.1.1.4. **Experience**. No other experience is required for the 3-skill level.

9.1.1.5. **Other**. The ability to keystroke at a minimum speed of 20 words per minute is mandatory for award of 3-skill level.

9.1.1.6. **Training Sources and Resources**. Apprentice level training is available at the 882nd Training Group, Sheppard AFB, TX; Course J3ABR4A031-000.

9.1.1.7. **Implementation**. Member is awarded the 3-skill level upon successful completion of Course J3ABR4A031-000, or when proficiently trained on all 3-skill level tasks identified in the STS.

9.2. **Journeyman Level Training**

9.2.1 **Specialty Qualifications**:

9.2.1.1. **Knowledge**. Individual must know general clerical procedures, medical terminology, publications management procedures, health records administration, patient movement procedures, application of ICD-CM and CPT coding, basic anatomy and physiology, cost and budget estimating and training methods.

9.2.1.2. **Education**. Completion of high school is mandatory. Courses in anatomy and physiology, health, business administration, typing, and computers is desirable.
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9.2.1.3. **Training**. Individuals must successfully complete the entire 4A051 Career Development Course (CDC) before being upgraded to the 5-skill level in this specialty.

9.2.1.4. **Experience**. Qualification in and possession of the 3-skill level in the 4A0 specialty is mandatory.

9.2.1.5. **Training Sources and Resources**. The CDC for this course is developed by the 882 TRG, Sheppard AFB, TX, and is available through your training manager.

9.2.1.6. **Implementation**. The member's commander awards the 5-skill level upon successful completion of the 5-skill level CDCs and satisfactory performance during on-the-job training.

9.3. **Craftsman Level Training**

9.3.1. **Specialty Qualifications**:

9.3.1.1. **Knowledge**. Individual must know medical terminology, policy and directives, office management practices, financial and manpower management, data analysis, training methods, and TRICARE principles.

9.3.1.2. **Education**. Completion of CCAF degree in Health Services Management is desirable.

9.3.1.3. **Training**. Individuals must complete the entire 4A071 Career Development Course (CDC) before being upgraded to the 7-skill level in this specialty. Completion of applicable professional military education.

9.3.1.4. **Experience**. Qualification in and possession of the 5-skill level in the specialty is mandatory.

9.3.1.5. **Training Sources and Resources**. The CDC for this course is developed by the 882 TRG, Sheppard AFB, TX, and is available through your training manager.

9.3.1.6. **Implementation**. The member's commander awards the 7-skill level upon successful completion of 7-skill level CDCs, and satisfactory performance during on-the-job training**.**

9.4. **Superintendent Level Training**

9.4.1. **Specialty Qualifications**:

9.4.1.1. **Knowledge**. Knowledge is mandatory in medical service administration theory and techniques, anatomy and physiology, medical terminology, medical ethics, resource management, quality improvement, and management and supervision of personnel.

9.4.1.2. **Education**. Completion of the Senior NCO Academy is mandatory. Completion of CCAF degree in Health Services Management is highly recommended.

9.4.1.3. **Training**. Completion of duty position training requirements is mandatory for award of the 9-skill level.

9.4.1.4. **Experience**. Qualification in and possession of the 7-skill level in the specialty is mandatory.

9.4.1.5. **Training Sources/Resources**. Qualification training is provided by certified trainers using appropriate local and other training materials. Use of exportable and contract training is encouraged when available.

9.4.1.6. **Implementation**. Entry into training begins when an individual is a 7-skill level and is a SMSgt or SMSgt selectee. Commanders award individuals the 9-skill level upon completion of all training and experience requirements.

Section D - Resource Constraints

9.5. **Purpose**. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. At a minimum, perform an annual review of resource constraints affecting training and amend this section if needed.

9.5.1. **Apprentice (3-Skill Level) Training:**

9.5.1.1. **Constraints.** There is a lack of personnel to complete necessary revision of this Health Services Management Apprentice Course within established time frame. Voluminous course changes will be implemented due to Primary Care Optimization. In addition, the course lacks personnel to support the major revision of the MEPRS Course. Additional manning is required to develop and bring these new courses on-line.

9.5.1.2. **Impact.** The above constraint will severely impact delivery of new Health Services Management Apprentice Course as well as the MEPRS Course in established time frame.

9.5.1.3. **Resources Required**. Two fully dedicated course developers in AFSC 4A071 with well-rounded health services management experience are necessary to support the development and revision of these courses.

9.5.1.4. **Action Required**. Recommend HQ AETC fund two course developer authorizations and assign for minimum of two years.

9.5.1.5. **OPR**. 384 TRS/XXEC

9.5.2. **Journeyman (5-Skill Level) Training:**

9.5.2.1. **Constraints**. None at this time.

9.5.3. **Craftsman (7-Skill Level) Training:**

9.5.3.1. **Constraints**. A dedicated resource is not available to develop this 7-level CDC within the established time frame. Therefore, additional manning will be required to develop and bring this CDC on-line.

9.5.3.2. **Impact**. Although one CDC writer is currently assigned to complete the major revision on the 5-level CDCs, another dedicated position must be funded in order to develop the 7-level CDCs. If not, the required 7-level CDCs can not be developed.

9.5.3.3. **Resources required**. One fully dedicated writer, 4A071 Health Services Management Craftsman, with well-rounded experience necessary.

9.5.3.4. **Action Required**. AETC/SG fund one additional 4A071 to the 384 TRS as a 7-level CDC writer.

9.5.3.5. **OPR and Target Date**. Target date will be 1 year after required resource is assigned and on station.

9.5.4. **Sustainment Training**. **Interactive Courseware (ICW):**

9.5.4.5. **Constraints**. ICW development and maintenance is expensive, and to date, funding has not been provided nor has course manpower credit been identified in manpower standards for this technology. Computer infrastructure throughout the Air Force is not standardized, and the availability of computers with CD-ROM capabilities for training purposes worldwide is questionable. A dedicated resource must be allocated to provide SME support for this ICW product.

9.5.4.6. **Impact**. The above constraints severely impact delivering the CD-ROM distance learning sustainment training requirements. Until these ICW courses are on-line, sustainment training and core task requirements will be the responsibility of the MAJCOM and unit functional managers to complete. Units must consider various options to meet these requirements, Memorandum of Understanding (MOU) with other military units or MOUs with civilian resources may be possible. Implementation of these ICW courses will not occur if resource isn't made available.

9.5.4.7. **Resources Required**. One dedicated subject matter expert (SME), 4A071 Health Services Management Craftsman, with well-rounded experience necessary.

9.5.4.8. **Action Required**. Recommend the ICW sustainment training be developed by appointed SMEs. SMEs currently working in these functions have the most operational information for course development, have the most

up-to-date knowledge of their respective subject areas and are aware of any projected changes. The SME will consult with the 882 TRS/TSZI development staff at Sheppard AFB, TX to develop this ICW product. This 4A071 position will work closely with the SMEs and ICW developers to ensure lessons are properly constructed, and to provide course maintenance and answer questions from the field.

9.5.4.9. **OPR and Target Completion Date**. 384 TRS/XXEC original Mirror Force target date was year-end FY00. New target date will be 6 months after required resource is assigned and on station.

9.5.5. **Reporting Qualification Training Constraints - Units/MAJCOMS**.

9.5.5.1. Supervisors should report known resource constraints which prevent personnel from completing the mandatory training requirements specified in this plan to their unit Enlisted Specialty Training (EST) manager. The authority for requesting waivers is AFI 36-2101, Military Personnel Classification Policy.

9.5.5.2. In the report, provide a brief description of the resource constraints which adversely affect your training program and include the impact this constraint has or will have on training. Identify the specific STS task code(s) affected. Also, provide a brief description of what you need to resolve the problem, including expenses, the corrective actions taken or to be taken, and the estimated completion date.

9.5.5.3. If the constraint can be resolved at the local level, the report will be coordinated with the unit 4A0X1 functional manager. If the impact affects unit war skill requirements, the report will be coordinated with the group commander. If the constraint needs MAJCOM support, forward the report through your group commander to the MAJCOM 4A0X1 manager. Constraints that can not be resolved at the unit or MAJCOM level or have a long term estimated completion date must be forwarded to the 4A0X1 AFCFM as a request for waiver or deferment of CFETP requirements.

Section E. Transitional Training Guide. This section not used.

Part II

Section A - Specialty Training Standard

1. **Implementation**. Implementation of this STS technical training provided by the Air Education and Training Command is with the class entering 010907 and graduating 011018 for course J3ABR4A031-000. Implementation of the STS is conditional upon resources being made available as indicated in Section D, Resource Constraints.

2. **Purpose**. As prescribed in AFI 36-2201, this STS:

2.1. Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and Technical References (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 (Core/Wartime Tasks) identifies the warskills and core task requirements. Core task requirements are met after individuals successfully complete the appropriate upgrade training for their skill level; the 3-level course (JABR4A031-000, Health Services Management Apprentice Course); the entire 4A051 Career Development Course and the entire 4A071 CDCs and OJT.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.3. Contains the proficiency code key (Columns 4A and 4B) used to indicate the level of training and knowledge provided by resident training and the Career Development Course. Training for these tasks is achieved through on-the-job training and completion of 7-level CDCs. Column 4D contains the method and frequency, for regular or recurring training on specific tasks necessary for a fully qualified individual to adequately perform the mission and related duties required by the their job in peacetime and wartime. Method is identified as either POI (Plan of Instruction) or ICW (Interactive Courseware) and frequency is on a 15 month cycle.

2.4. Becomes a Job Qualification Standard (JQS) for on-the-job training when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201, *Developing, Managing, and Conducting Training*. When used as a JQS, the following requirements apply:

2.4.1. **Documentation**. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.4.2. **Converting from Old Document to CFETP**. Use the new CFETP to identify and certify all past and current task qualifications unless an AFJQS has been mandated. Transcribe qualifications in the following manner: For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials. Remember, during the transcription process no training is taking place. Therefore, the trainer's initials are not required. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward only the previous completion dates. When these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.4.3. **Documenting Career Knowledge**. When a CDC is not available, the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, at a minimum, the trainees cover mandatory items in AFMAN 36-2108, *Airman Classification*. For two-time CDC course exam failures, supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career knowledge must be documented prior to submitting a CDC waiver.

2.4.4. **Decertification and Recertification**. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification. Then appropriate remarks are entered on the AF Form 623a, On-The-Job Training Record Continuation Sheet documenting the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.4.5. **Training Standard**. Trainees are trained, evaluated, and certified to the go/no go level. Go means the individual can perform the task without assistance and meets requirements for accuracy, timeliness, and correct use of procedures. Supervisors and superintendents will manage this process by assessing 4A051 qualifications.

2.4.5.1. Trainers must be certified in the task to be trained, be recommended by the supervisor, appointed by the commander, and complete a formal trainer course.

2.4.5.2. Certifiers must be at least a Staff Sergeant, be certified in the task being evaluated, appointed by the commander, be someone other than the trainer, and complete a formal certifier course. Possession of at least a 7-skill level in the same AFSC is desired, but not required.

2.5. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher

grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in Chapter 14 of AFI 36-2606, US Air Force Reenlistment, Retention, and NCO Status Programs (formerly AFR 35-16, volume 1). WAPS is only applicable to the Active Duty Forces.

3. **Recommendations**. Identify inadequacies and recommended changes to this training standard through channels to 882 TRG/TGE, 939 Missile Road, Sheppard AFB, TX 76311-2311 or use the Customer Service Information Line, DSN 736-2385 to report your findings.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

PAUL K. CARLTON, JR.
Lieutenant General, USAF, MC, CFS
Surgeon General

Section A- Specialty Training Standard

Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
Task	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
Performance	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
Levels	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
Task	b	Can determine step by step procedures for doing the task. (Procedures)
Knowledge Levels (Note 1)	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
Subject	A	Can identify basic facts and terms about the subject. (Facts)
Knowledge Levels (Note 2)	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

Note 1: A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

Note 2: A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used instead of a scale value to show that no proficiency training is provided in the course/CDC. If used after a previous scale value has been attained/certified, the applicable proficiency level is still required to be validated/certified.

* This mark, in column 2, indicates warskill training required for contingency situations and the Warskills Course. Warskills will be trained at a minimum of the 5-skill level proficiency.

C This mark, in column 2, indicates core task requirements (see Part II, Section A, paragraph 2.1 for clarification)

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
GENERAL										
1. The Health Services Management Specialty TR: AFIs 10-1101, 33-211, 91-301, AFMAN 36-2108, AFOSHSTD 91-8										
1.1. Duties for 4A0X1	-						A	-	-	-
1.2. Progression in career ladder 4A0X1	-						A	-	-	-
1.3. OPSEC for 4A0X1	*						A	-	-	B 15 Mos POI
1.4. COMSEC for 4A0X1	*						A	-	-	B 15 Mos POI
1.5. AFOSH Standards for 4A0X1	-						A	-	-	-
2. The Air Force Medical Service TR: AFPD 41-1; AFMDs 35 and 36; AFMAN 10-204, Objective Medical Group (OMG) Implementation Guide, HQ AF/SG web site.										
2.1. Mission, objectives, organization, development, and function of the USAF Medical Service	-						A	-	-	-
2.2. Function and organization of Air Force medical treatment facilities (MTFs)	-						A	-	-	-
2.3. AFMS Core Values	-						A	-	-	-
2.4. AFMS History	-						A	-	-	-

1. Tasks, Knowledge, and Technical References	2. Core/ War- Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain -ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
3. Medical Readiness TR: AFIs 10-201, 10-207, 33-106, 33-209, 41-106; AFMANs 10-206, 32-4004, STU III User's Manual, AFKAI-1										
3.1. Objectives of Air Force planning	-						A	A	B	-
3.1.1. Terminology and Acronyms	-						A	A	-	-
3.1.2. Medical Contingency Response Plan (MCRP)	-						A	A	B	-
3.2. Perform control center functions	*						a	b	-	2b 15 Mos ICW
3.3. MEDRED/SITREPS A, B, & C Reports	*						a	b	-	2b 15 Mos ICW
3.4. Use phonetic alphabet	*						2b	-	-	A 15 Mos ICW
3.5. Utilize secure/non-secure communication devices (STU III, radio, IMRSAT)	*						2b	-	-	2b 15 Mos ICW
4. Medical Terminology TR: *The Dean Vaughn Learning System - Medical Terminology 350* Learning Guide. DCM Systems Incorporated, 6 hours, 1988. Videocassettes, ISBN 0-914901-06-0										
4.1. Root, prefix, and suffix of terms	-						A	B	-	-
4.2. Common diagnostic terms	*						A	B	-	B 15 Mos POI

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
5. Anatomy and Physiology TR: Henry Gray. *Anatomy Descriptive and Surgical*. St Louis MO: Mosby-Year Book, Inc., 1991 IBN 0-8151-3851-2										
5.1. Major body systems and organs	-						A	B	-	-
5.2. Anatomical relationships	-						A	B	-	-
6. Coding TR: *International Classification of Diseases–current edition-Clinical Modification (ICD-CM)*, Ambulatory Data System (ADS) Coding Guidelines, Current Procedure Terminology (CPT) Coding Guidelines										
6.1. Validate/perform coding of inpatient diagnosis and procedures	*						A	B	c	2b 15 Mos ICW
6.2. Validate/perform coding of outpatient diagnosis and procedures	C*						1a	b	c	2b 15 Mos ICW
7. Interpersonal Relations TR: *TEAM Approach* (GSA Contract: GS-02F-9409C) and *The Customer Service Challenge*, AMR Training Group, Contract Purchase Order F42630-96-M-1829										
7.1. Practice exceptional customer service skills	-						2b	B	-	-
7.2. Practice communication courtesy	-						2b	B	-	-

1. Tasks, Knowledge, and Technical References	2. Core/ War- Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain -ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
8. Official Communications TR: AFMANs 33-326, 37-123, 37-139										
8.1. Prepare draft and finalize Air Force correspondence	-						1a	b	-	-
8.2. Complete coordination and distribution process	-						-	b	-	-
9. Publication and Information Source TR: Air Force Electronic Publications Library (AFEPL)										
9.1. Use AFEPL	-						1a	-	-	-
10. Information Systems Technology TR: AFIs 33-101, 33-112, 33-119, 33-114, 33-129, 33-202, 33-204, 33-207, 33-230, 33-103, 33-115 V1, 33-115 V2, 41-211; AFDIR 33-303										
10.1. Information systems overview and terminology	-						A	B	-	-
10.2. Orientation to standard systems	-						A	B	-	-
10.3. Basic hardware/communi- cation components	-						A	-	-	-
10.4. Apply microcomputer software application programs (word processing, spreadsheets, and graphics)	C						1b	-	-	-
10.5. Terminal Area Security Officer (TASO), System Security Officer (SSO)	-						-	B	-	-
10.6. Perform automated medical functions	C*						2b	b	c	2b 15 Mos ICW

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
10.7. Prepare electronic messages	C*						1a	b	-	2b 15 Mos POI
11. Keyboard Skills TR: Mavis Beacon										
11.1. Keystroke 20 words per minute	-						1a	-	-	-
PATIENT MANAGEMENT										
12. Appointment Facilitation TR: AFIs 41-210, 41-115, 48-123, 37-138, AFMANs 37-123, 37-139, AFH 41-114, CHCS User's Manual										
12.1. Schedule appointments as required. Determine priority of care, category, and status	-						1a	B	-	-
12.2. Prepare provider templates and communicate changes	-						1a	b	-	-
12.3. Maintain appointment protocols.	C						1a	b	c	-
12.4. Assist in completion of preventive health assessment taskings; route charts for record reviews; initiate DD Form 2766	-						A	-	-	-
12.5. Complete aeromedical dispositions (AF Forms 1041/1042), Medical Recommendation for Flying or Special Operational Duty	-						A	-	-	-
12.6. Complete AF Form 422, Physical Profile Serial Report	-						b	-	-	-
12.7. Referral management										
12.7.1. Receive all provider referrals and ensure demographic information is correct	-						A	-	-	-
12.7.2. Track referrals	-						A	-	-	-

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
12.7.3. Attach supplementary documentation (i.e. lab results) to referrals as requested	-						A	-	-	-
12.7.4. Coordinate all referrals	-						A	-	-	-
12.7.5. Assist team members in dissemination of referral instructions/ handouts to beneficiaries	-						A	-	-	-
12.7.6. Receive and route evaluation/ consultation reports to providers	-						A	-	-	-
13. Performs Duties Associated with Outpatient Records TR: AFIs 37-138, 41-210, AFMANs 37-123, 37-139										
13.1. Prepare, update, and retire records	C						2b	b	-	-
13.2. Maintain file system	C*						2b	b	-	2b 15 Mos POI
13.3. Perform quality control	C*						2b	b	c	2b 15 Mos POI
13.4. Perform in/out-processing, audits and retirement actions	C						2b	b	c	-
13.5. Train team members regarding proper medical records management	-						A	-	-	-
13.6. Print diagnostic reports and treatment profiles on PCS, retirement, or as necessary	-						2b	-	-	-
13.7. Locate medical records and ensure appropriate documents are available prior to all patient visits	C						2b	-	-	-

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-Skill Level Course	B 5-Skill Level CDC	C 7 Skill Level CDC	D Sustain-ment Tng Frequency/Method
14. Perform Duties Associated with Inpatient Records TR: AFI 41-210, AFMANs 37-123, 37-139										
14.1. Prepare, update, and retire records	-						-	b	-	-
14.2. Maintain file system	*						-	b	-	2b 15 Mos ICW
14.3. Perform quality control	C*						-	b	c	2b 15 Mos ICW
15. Registration of Patients TR: Applicable user's manuals										
15.1. Register patients	-						2b	b	-	-
16. Out/In-patient Administration TR: AFIs 41-115, 41-210, 51-502, 36-3002, 36-2910, 33-332, 36-2104										
16.1. Manage Line of Duty (LOD) determination	*						A	b	-	3b 15 Mos POI
16.2. Perform release of information duties	C*						a	b	-	2b 15 Mos POI
16.3. Perform sensitive duties functions	*						2b	b	c	3b 15 Mos POI
16.4. Sequester medical records	-						A	b	-	-
16.5. Unit Inpatient Records Technician (UIRT) duties	*						-	b	-	2b 15 Mos ICW
16.6. Verify eligibility	C						2b	b	c	-
16.7. Manage Secretary of the Air Force Designee Program	C						A	B	c	-

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A	B	C	D
							3-Skill Level	5-Skill Level	7 Skill Level	Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
17. Admission Process TR: AFIs 41-210, 44-102										
17.1. Perform admission functions	C*						2b	b	-	2b 15 Mos ICW
17.2. Perform transfer functions	C*						2b	b	-	2b 15 Mos ICW
17.3. Notify appropriate agencies	C*						2b	b	-	2b 15 Mos ICW
18. Disposition Process TR: AFIs 41-210, 36-3002										
18.1. Perform disposition functions	C*						2b	b	-	2b 15 Mos ICW
18.2. Prepare and verify Admission and Disposition associated reports	C*						2b	b	-	2b 15 Mos ICW
18.3. Perform casualty and deceased personnel reporting	C*						1a	b	-	2b 15 Mos ICW
19. Aeromedical Evacuation (AE) Patient Movement TR: AFIs 41-301, 41-302, 41-305; AFH 41-311, AFJI 41-315, TRAC(2)ES User's Manual										
19.1. Regulate patient movement requests	*						1a	b	-	2b 15 Mos ICW
19.2. Prepare DD Forms 601/602	*						1a	b	-	2b 15 Mos ICW
19.3. Perform and document anti-hijacking checks	*						1a	b	-	2b 15 Mos ICW
19.4. Manage and track AE mission information	*						1a	b	-	2b 15 Mos ICW

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
20. Aeromedical Evacuation (AE) Mission Coordination TR: AFIs 41-301, 41-302, 41-305; AFH 41-311, AFJI 41-315, TRAC(2)ES User's Manual										
20.1. TACC and AECC - Validate mission requirements and process airlift requests	*						-	-	-	2b 15 Mos ICW
20.2. Provide AE Elements/MTFs/ASFs with mission data and coordinate airlift requirements	*						-	-	-	2b 15 Mos ICW
20.3. Coordinate mission support (Airlift Control Element, Command Post, Fleet Services, Life Support.)	*						-	-	-	2b 15 Mos ICW
21. Medical Evaluation Boards TR: AFIs 36-212, 36-3212, 44-157, 48-123										
21.1. Determine needs	-						A	B	C	-
21.2. General responsibilities	-						A	B	b	-
21.3. PEBLO responsibilities	-						A	b	B	-
21.3.1. Board procedures	-						A	B	b	-
21.3.2. Record review in lieu of board	-						A	B	C	-
21.3.3. TDRL/PDRL	-						A	B	b	-
21.4. Assignment limitation code C	-						A	B	C	-
21.5. Imminent death processing	-						A	b	c	-

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain-ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method
22. Dependents' Medical Education (Overseas Clearance) Program TR: AFIs 24-101, 40-301										
22.1. Monitor Overseas Clearance Program	-						2b	b	-	-
23. TRICARE TR: AFIs 41-101, 41-114, 41-115, DoD 6010.47M, TRICARE Policy Guidelines										
23.1. Evolution and management of DoD TRICARE System	-						A	B	-	-
23.2. Healthcare Finder	-						-	-	-	-
23.2.1. Prepare/coordinate referrals, care authorizations, and non-availability statements	-						1a	B	-	-
23.2.2. Managed care support contractor and lead agent functions	-						-	A	B	-
23.2.3. Contracts/contracting officer technical representative (COTR) functions	-						-	A	B	-
23.2.4. Resource sharing	-						-	A	B	-
23.3. Marketing	-						-	-	-	-
23.3.1. Marketing analysis/epidemiology/ population	-						-	A	B	-
23.3.2. Beneficiary briefing	-						-	A	b	-
23.3.3. Surveys	-						-	A	b	-

1. Tasks, Knowledge, and Technical References	2. Core/ War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7 Skill Level	D Sustain -ment Tng
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	CDC	CDC	Frequency/ Method

RESOURCES										
24. Worldwide Workload Report (WWR) TR: AFI 41-210, WWR User's Manual	*						-	A	b	2b 15 mos POI
25. Inventory Management TR: AFIs 41-120, 47-101, AFMAN 23-110 V5	-						-	A	B	
26. Financial Management and Budgeting. TR: AFIs 41-120, 65-601 V1, DFAS-DE, DOD 7000.14										
26.1. Consolidate resource requirements	-						-	A	b	-
26.2. Plan and manage the medical budget	-						-	A	b	-
26.3. Advise and train cost center managers	-						-	A	b	-
26.4. Perform End-of-year close-out activities	-						-	A	b	-
27. Uniform Business Office (UBO) TR: AFIs 41-101, 41-115, 41-120, 44-144, 51-302, AFH 41-114, DOD 6010.15-M, NMIS User's Guide										
27.1. MSA Officer Responsibilities	-						-	-	-	-
27.1.1 Determine rate and control collections	-						-	b	c	-
27.1.2. Control accounts receivable and deposit funds	-						-	b	c	-
27.1.3. Administer subsistence accounting	-						-	b	c	-

1. Tasks, Knowledge, and Technical References	2. Core/War-Time Task *	3. Certification for OJT					4. Proficiency codes used to indicate training/information provided			
		A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3-Skill Level Course	B 5-Skill Level CDC	C 7 Skill Level CDC	D Sustain-ment Tng Frequency/Method
27.2. Third Party Collection Program	-						A	b	c	-
27.3 Medical Affirmative Claims	-						A	b	c	-
28. Patient Valuables and Weapons TR: DOD 6010.15-M										
28.1. Safeguard patient valuables and weapons	*						1a	b	-	2b 15 Mos POI
29. Manpower Management TR: AFPD 38-2, AFI 38-201, AFMAN 38-208 Vol 1										
29.1. Monitor and update manpower documents and reports	-						-	B	b	-
29.2. Accomplish priceouts	-						-	B	b	-
30. Medical Expense and Performance Reporting System (MEPRS)/Expense Assignment System (EAS) TR: AFIs 41-102, 41-120, DOD 6010.13M, EAS Users' Manual, EDS MEPRS/EAS Documentation										
30.1. Purpose and use of MEPRS	-						A	B	-	-
30.2. MEPRS Coding Structure	-						A	B	b	-
30.3. Collect and process MEPRS data	-						-	A	-	-
30.4. EAS processing	-						-	A	-	-
30.5. Use/analyze MEPRS/EAS reports	-						-	A	B	-
31. Mission Support Plan (MSP) TR: AFIs 38-201, 38-204	-						-	-	B	-

Section A – Course Training Standard (CTS).

4. This CTS is a standard that identifies the training that members will receive in the Medical Expense and Performance Reporting System (MEPRS) Course.

5. This course provides hands on instructions for completing the DOD Medical Expense and Performance Reporting System (MEPRS) requirements. It includes accounting methods for capture of medical expense, workload and personnel data for medical treatment facilities. It introduces the Expense Assignment System (EAS), a Tri-Service automated cost and workload reporting system used for inputting and processing MEPRS data elements. The EAS system ties cost and workload performance together through an allocation process to generate standard unit cost measures used in MTF decision making.

Task, Knowledge, and Proficiency Level

1. INTRODUCTION TO THE MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS)

   a. Overview of MEPRS   B

2. MEPRS CODING SYSTEM

   a. Coding Structure   B

   b. Create Account Subset Definition (ASD)   2b

3. EXPENSE ASSIGNMENT SYSTEM (EAS) IV ORIENTATION

   a. Overview of EAS IV   B

   b. Perform EAS IV ASD Table Maintenance   2b

   c. Create Data Set Definition   2b

   d. Create RC/CC Mapping   2b

   e. Perform EAS IV Primary Functions   2b

4. PERSONNEL UTILIZATION

   a. Terminology   B

   b. Perform EAS III ASD Table Maintenance   2b

   c. Perform Grade/Salary Table Maintenance   2b

   d. Maintain Master Personnel File   2b

   e. Process Data Functions   2b

   f. Process Exceptions/Error Corrections   2b

   g. Generate Ad Hoc Reports   2b

   h. Perform EAS III Backup Procedures   2b

   i. Create EAS IV Personnel File   2b

   j. Perform EAS III Initialize New Month Procedures   2b

a. Overview/Terminology	B
b. System Services Orientation	B
c. Perform Backup Procedures	2b
d. Create User-Rights Definition	2b
9. AUDITS	B

Section B - Course Objective List

6. **Measurement**. Each objective is indicated with: **W** indicating a written test, **PC** indicating a progress check, or **-** indicating a combination of these.

7. **Standard**. The standard is 70% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

8. **Proficiency Level**. Behavior statements are taught at the analysis, evaluation, and application levels. Course prerequisites support or augment training provided in the craftsman course.

9. **Course Objective**. This section not used. To obtain a copy of the course objective list, contact: 384 TRS/XXEA, 939 Missile Road, Sheppard AFB, TX 76311-2260 or
view at   http://sg-www.satx.disa.mil/882trss/384/frames_pages/384_frame_page.htm

Section C - Support Material

10. **Support Material**.

10.1. **Qualification Training Package (QTP).** The Medical Evaluation Board (MEB) Guide outlines the processes and procedures used in support of the Disability Evaluation System (DES). The measurement of the QTP is the responsibility of the using MTF. It can be downloaded at the website listed below under "news".

10.2. The MEB guide is found at
 http://sg-www.satx.disa.mil/882trss/384/frames_pages/384_frame_page.htm

Section D - Training Course Index

11. **Purpose**. This section identifies training courses available for the specialty.

11.1. **Air Force In-Residence Courses**.

COURSE NUMBER	TITLE	DURATION	LOCATION	USER
J3ABR4A031-000	Health Services Management Apprentice Course	29 Days	Sheppard AFB	AF
J3AZR4A071-012	Medical Expense and Performance Reporting System Course	16 Days	Sheppard AFB	AF

11.2. **Extension Course Institute (ECI) Courses**.

COURSE NUMBER	TITLE	LOCATION	USER
CDC 4A051	Health Services Management Journeyman	Correspondence	AF
CDC 4A071	Health Services Management Craftsman	Correspondence	AF

11.3. **Exportable Courses**. There are no exportable courses at this time.

11.4. **Courses Under Development/Revision**. The following courses are under development for ICW: Inpatient Function, Medical Control Center (MCC) and Medical Readiness Functions, Aeromedical Evacuation, and Medical Information Systems. The ECD is 1 Jun 01. See Part I, Section D, Resource Constraints.

11.5. Health Services Management courses can be viewed on the Internet at: http://sg-www.satx.disa.mil/882trss/384/frames_pages/384_frame_page.htm

Section E - MAJCOM Unique Requirements.

12. **Air Force Reserve Command (AFRC).**

12.1. Sustainment training requirements have been defined in AFRCI 41-102. 4A0X1 personnel will follow this directive. Enlisted personnel will be entered into the sustainment training program upon award of the 5-skill level. Due to limited training platforms and time constraints, the 24 month training cycle will be followed as described in the above instruction.

Section F - Documentation of Training.

13. **Work Center Training Plan and the Enlisted Training and Competency Folder**. AFI 36-2201, Developing, Managing, and Conducting Training, Para 3.4.3, authorizes the creation of the Enlisted Training and Competency Folder. All Health Services Management personnel, from Airman Basic to Chief Master Sergeant, will have an Enlisted Training Competency Folder.

13.1. The folder will be kept current for the present duty position. The following information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. This training guidance has focused on two main areas: 1) Developing a Master Training Plan and 2) Documenting training in the Enlisted Training and Competency Folder.
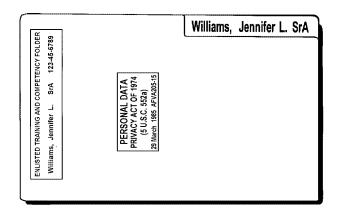
13.2. **Master Training Plan (MTP)**.

13.2.1. The Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is used as a reference for the type of training and documentation for each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is used as a means to reduce the amount of paperwork required during the training process.

13.2.2. The Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

13.2.2.1. Unit/Flight-Specific Orientation Checklists

13.2.2.2. Job descriptions as identified in AFMAN 36-2108

13.2.2.3. Dual Channel OJT Concept

13.2.2.4. Testing procedures for CDCs

13.2.2.5. Use of AF Form 623 and Job Qualification Standards *(*JQSs) (AFI 36-2201)

13.2.2.6. Performance standards

13.2.2.7. Master Career Field Education Training Plan (MCFETP)

13.2.2.8. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties

13.3. **Documentation of Training (The Enlisted Training and Competency Folder)**. The purpose of this section is to provide guidelines and examples of proper documentation for forms used in training Health Services Management personnel (4A0X1s). Training documentation helps to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also aids compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. The Unit Training Manager can provide assistance with training documentation.

13.4. **Preparing the 4A0X1 Training and Competency Folder**. To assemble a 4A0X1 training record, use a standard 6-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach a computer-generated or typewritten label on the front cover titled, "Enlisted Training and Competency Folder." In addition, include the member's/trainee's full name (Last Name, First Name, Middle Initial), rank, and SSAN. This label will be centered and attached to the top half of the front cover of the 6-part folder, as viewed in portrait orientation. An AFVA 205-15, Privacy Act Statement, will be centered and attached to the bottom half of the front cover. To facilitate filing the folders in a traditional filing cabinet, place an additional typed label containing only the trainee's last name, first name, and middle initial on the top right corner of the inside back cover as viewed in landscape orientation (Figure 1). Other sections of the 6-part folder are discussed in detail in the paragraphs below.

13.4.1. **Filing documents** (Figure 2).

13.4.2. Part 1, is located inside the front cover. Locally required training & skills competency documentation is maintained in Part 1. This may include CPR training, quality courses, etc. In addition, AF Form 803, Report of Task Evaluations, will be filed in this section, if required. AF Form 55, *Employee Safety and Health Record,* is also maintained in Part 1, regardless of grade or training status. AFI 91-301*, Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program,* June 1996*,* authorizes supervisors to file the AF Form 55 with the AF Form 623, On-The-Job Training Record.

13.4.3. Part 2, AF Form 623 and Career Field Education and Training Plan (CFETP). Attach the front cover (containing Sections 1-4) of member's current AF Form 623, into Part 2 of the 6-part folder. ***Note: Maintenance of AF Form 623 including the CFETP is mandatory for Health Services Management enlisted personnel in the grades of Airman Basic through Master Sergeant. In addition, an AF Form 623 is required for senior NCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, commanders, or supervisors.*** A two-part adhesive backed form, AF Form 623b, is available and will be used to document 4A0X1 training in lieu of the cardboard folder version of AF Form 623. Place the two-part form on cardstock or similar durable material and place in Part 2 of the Educational Folder. Transfer all information from the old form to the new one. The AF Form 623b must remain on top of the CFETP in Part 2. Ensure all appropriate areas of the form are properly completed before posting in Part 2. This document is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record. AF Form 797, Job Qualification Standard Continuation/Command JQS, will be used to document training for tasks that are not otherwise documented in the CFETP (Figure 3).

13.4.4. Part 3, Mandatory, Qualification, and Inservice Training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training.

13.4.4.1. Mandatory Training. AF Form 1098, Special Task Certification and Recurring Training, documents this training (Figure 4). Mandatory training requirements may vary from facility to facility. These requirements should, at a minimum, be reviewed annually and updated as required.

13.4.4.2. Qualification Training. A Qualification Training Progress Record is located in each volume of the Qualification Training Package (QTP). This section documents ongoing completion of QTPs, if applicable (Figure

5). Sustainment training will also be documented in this section. Each QTP required for the duty section will be maintained in the Master Training Plan (MTP) and will be used as a training source document.

13.4.4.3. Inservice Training. Inservice training is training that provides proficiency. AF Form 1098 may be used to document inservice training (Figure 6).

13.4.5. Part 4, AF Form 623a, OJT Training Record Continuation Sheet/Automated product. This form may be utilized to document all progress of individual training (Figures 6, 6.1, 6.2, 6.3).

13.4.5.1. Document the member's entry into upgrade training and periodic evaluations of training progress. Include CDC progress and course examination results.

13.4.5.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence. Also, document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

13.4.5.3. An AF Form 623a defines the member's job description and performance standard. Note: An AF Form 623a overprint/automated product may be used to document both supervisor/subordinate reviews (Figure 6.3).

13.4.6. Part 5, AF Form 2096, Classification On-The-Job Training Action. This form will be used to document official training actions, i.e., award of skill level, training status changes and decertifications. NOTE: A PC III automated document may be substituted for AF Form 2096.

13.4.7. Part 6, Continuing Education. Any continuing education directly related to the Health Services Management specialty.
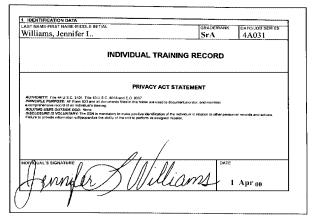

Figure 1. Sample Training Record.

ENLISTED TRAINING AND COMPETENCY FOLDER Williams, Jennifer L. *SrA* 123-45-6789		
PART 1 - Locally required training/skill competency documentation - AF Form 55 - Safety Training - AF Form 803 - Task Evaluations - Initial Workcenter Orientation - Certificates of training	**PART 3** - Qualification Training - AF Form 1098, Training (Mandatory/Inservice Training)	**PART 5** - AF Form 2096 - PC III documentation
PART 2 **-** AF Form 623 and 623b - CFETP - AF Form 797 (as required)	**PART 4** - AF Forms 623a -- Job Description/Performance Standards Review -- Training progress	**PART 6** - Continuing Education record

Figure 2. Organization of the 4A0X1 OJT Record.

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS									
		CERTIFICATION							
	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES								
1	Maintain publication library. TR: AFI 37-160, Volume 7								
2	Maintain suspense system. TR: Medical Support Squadron OI 37-125.								
3	Perform duties of sub-account representative (SAR). TR: AFIs 37-160, Vol 8 and 37-161.								
TRAINEE NAME WILLIAMS, JENNIFER L.									

Figure 3. Sample AF Form 797 Documentation.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
					EVALUATION OF TRAINING		
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	SCORE OR HOURS E.	TYPE F.	FREQUENCY G.	DUE DATE H.
CPR Training	7 Feb 00			P		A	7 Feb 01
Patient Sensitivity	1 Apr 00			P		A	1 Apr 01
Hospital Safety	11 Jul 00			P		A	11 Jul 01
Infection Control	1 Aug 00						1 Aug 01
NAME OF TRAINEE (Last, First, Middle Initial WILLIAMS, JENNIFER L.			GRADE SrA			UNIT AND OFFICE SYMBOL 17 MDOS/SGOR	

Figure 4. Sample AF Form 1098, Special Task Certification and Recurring Training/Inservice Training.

Health Services Management Qualification Training Progress Record

Rank/Name _____

(Circle One)
Qualification Upgrade Training to: 5-Skill Level   7-Skill Level

Volume 2. Medical Readiness Training					
Core Task	*Module Number*	*Page Number*	*Module Title*	*Date Completed*	*Trainer's Initials*
°	1	1	Performing Control Center Functions		
°	2	5	Utilizing Communication Devices (Secure and Non-secure)		
°	3	9	Using Phonetic Alphabet		
°	4	13	Preparing Electronic Messages		
°	5	17	Safeguarding Valuables and Weapons		
°	4A	19	Completing Forms for Aeromedical Evacuation		
°	4B	29	Preparing Patients for Aeromedical Evacuation		

Figure 5. Sample Qualification Training Progress Record.

6 Jan 00

SrA Williams, Jennifer L. was assigned to the Outpatient Records Flight on this date. I have been assigned as her trainer and will orient SrA Williams to the flight and squadron using the Outpatient Records Flight and Medical Operations Squadron orientation checklists located in the Master Training Plan. An initial interview was accomplished on this date. SrA Williams is looking forward to working in Outpatient Records. She is enthusiastic and prepared to accept all challenges. She understands that she must ask questions regarding training when instructions are unclear.

JENNIFER L. WILLIAMS, SrA, USAF	ROBERTA D. SMITH, TSgt, USAF
Health Services Management Journeyman	NCOIC, Outpatient Records Flight

7 Feb 00

A mid-orientation progress check was accomplished on this date. SrA Williams has progressed through the flight and squadron clinic orientation with little to no difficulty and is almost finished with the Medical Group orientation. She completed reviews of Operating Instructions for the Outpatient Record Flight and the Medical Operation Squadron; and has started reading applicable Medical Group instructions.

JENNIFER L. WILLIAMS., SrA, USAF	ROBERTA D. SMITH, TSgt, USAF
Health Services Management Journeyman	NCOIC, Outpatient Records Flight

28 Mar 00

SrA Williams has completed all training on the orientation requirements for the flight, squadron, and medical group. A review of the checklists with SrA Williams indicates she is knowledgeable of all items discussed. SrA Williams stated that she feels comfortable with the training provided and believes that she is ready to be released from orientation. I recommend SrA Williams be released from orientation on this date

JENNIFER L. WILLIAMS, SrA, USAF	ROBERTA D. SMITH, TSgt, USAF
Health Services Management Journeyman	NCOIC, Outpatient Records Flight

I concur with the recommendation.

JERRY J. JONES, SMSgt, USAF
Superintendent, Outpatient Records Flight
_____
LAST NAME   FIRST NAME   MIDDLE INITIAL

AF FORM 623a MAR 79   PREVIOUS EDITION WILL BE USED

Figure 6.   Sample Orientation Documentation.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

INITIAL BRIEFING
(Trainee Orientation)

_____ was briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual-channel process designed to qualify an airman for skill level upgrade. Dual-channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination of knowledge and job position qualification constitutes the dual-channel concept. Requirements from AFI 36-2101, 36-2108, and 36-2201 were discussed. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serve to make up the individual training record, were explained. Responsibilities of the commander, base training, unit education and training manager, immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in AFSC 4A0X1 are: (1) Satisfactory completion of CDC 4A0X1; (2) Supervisor's certification of job qualifications with adequate hands on training; and (3) Supervisor's recommendation for upgrade. Personnel in grades E-1 through E-7 (and SNCOs in retraining status) have AF Form 623 and CFETP or JQS. The CFETP or JQS may contain 100 or more separate tasks, but it should be annotated to show only those tasks the airman is required to perform in the current duty position; mandatory requirements in AFI 36-2108 for upgrade, and core task requirements. The supervisor and trainee will initial appropriate areas in the JQS to certify training is complete. In the CFETP, the trainer, trainee, and certifier will initial appropriate areas when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

_____   _____   _____

SUPERVISOR'S SIGNATURE   *TRAINEE'S SIGNATURE*   *DATE*

_____

LAST NAME   FIRST NAME   MIDDLE INITIAL

AF FORM   623a MAR 79 PREVIOUS EDITION WILL BE USED

Figure 6.1. Sample Initial Upgrade Training Briefing.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).

2. Budget time (on- and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.

3. Attain and maintain qualification in your assigned AFS.

4. After CDC briefing trainee will do the following: (Read and initial)

_____ a. Read "Your Key to a Successful Course."
_____ b. Make all required course corrections and return entire package to your supervisor.
_____ c. When you are issued your first volume you will read and study the volume, chapter, and answer the self-test questions and the unit review exercises. Questions will be answered in the space provided whenever possible. Highlight/reference where answers are found as determined by your supervisor.
_____ d. When you are issued your next volume by your supervisor, you will work all volumes in the same manner as above for the entire course.
_____ e. When you complete your last volume, you and your supervisor will immediately start a comprehensive review of the entire CDC in preparation for your course examination.
_____ f. All incorrect responses will be corrected, reading the appropriate area from which the question was taken, with a verbal question and answer session by supervisor.
_____ g. Supervisor will check unit review exercises and self-test questions for accuracy and completeness. You will correct any errors.
_____ h. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the unit review exercises. These exercises are teaching devices and must be administered as open book exercises. All scores of less than 100 percent requires review training.

5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.

6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFI 36-2108, your supervisor will initiate upgrade action.

_____   _____   _____
SUPERVISOR'S SIGNATURE   *TRAINEE'S SIGNATURE*   *DATE*

_____
LAST NAME   FIRST NAME   MIDDLE INITIAL

AF FORM 623a MAR 79   PREVIOUS EDITION WILL BE USED

Figure 6.2. Sample Upgrade Documentation.

ON - THE - JOB TRAINING RECORD
CONTINUATION SHEET

1 Apr 00

I know where to find a current copy of my job description and performance standards. I have read and discussed them with my supervisor, and understand my duties and responsibilities. If I have questions or concerns I will seek assistance from my supervisor.

//Signed//
JENNIFER L. WILLIAMS, SrA, USAF
Health Services Management Journeyman

1 Apr 00

SrA Williams completed review of her job description and performance standards on this date. I am confident that she is thoroughly familiar with standards and expectations. At this time SrA Williams has no questions or concerns.

//Signed//
DONALD N. JOHNSON, SSgt, USAF
OJT Trainer, Outpatient Records Flight

_____
LAST NAME   FIRST NAME   MIDDLE INITIAL

AF FORM 623a MAR 79   PREVIOUS EDITION WILL BE USED

Figure 6.3. Sample Job Description/Performance Standards Review.